

October 14, 1980

FEDERAL PROPERTY MANAGEMENT REGULATIONS
TEMPORARY REGULATION A- 16

TO: Heads of Federal agencies

SUBJECT: Federal Facility Ridesharing Program

1. Purpose. This regulation establishes policy and prescribes procedures for the implementation of the Federal Facility Ridesharing Program.
2. Effective date. This regulation is effective upon publication in the FEDERAL REGISTER.
3. Expiration date. This regulation expires June 30, 1981, unless sooner revised or superseded.
4. Background.

a. Executive Order 12191, dated February 1, 1980, established the Federal Facility Ridesharing Program. The President has assigned primary responsibility for program development and implementation to the General Services Administration (GSA) in consultation with the Department of Transportation (DOT). The objectives of the program are to conserve fuel, reduce congestion, improve air quality, and provide an economical way for employees to commute to work.

b. The effective implementation of the ridesharing program will require a cooperative effort among Federal, State, local, and private sector groups. Therefore, the Office of Management and Budget has asked the Federal Executive Boards, which exist in 26 major U.S. cities, to assist GSA and DOT in coordinating ridesharing efforts in the public and private sectors.

c. The primary role of Federal agencies will be to vigorously promote ridesharing at each Federal facility. The President has encouraged agency heads to take all feasible actions under the current law to provide ridesharing incentives.

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5. Definitions.

a. "Ridesharing" means commuting in groups of two or more using a single vehicle; i.e., carpools, vanpools, private buses, mass transit, or other multioccupancy modes of travel.

b. "Ridematching " means any system for mapping and matching home and work locations of interested commuters to identify prospects for ridesharing.

c. "Facility" means either a single building or a group of buildings or work locations at a common site.

d. "Third party operator" means an organization, firm, or individual, other than an employer or employee, who owns or leases vans or buses and either provides or contracts for continuing operational support.

6. Policy. It is the policy of the Federal Government to promote the use of ridesharing at all Federal facilities. In the process of promoting ridesharing, the Government shall not favor or endorse one commercial firm or nonprofit organization to the exclusion of other commercial firms or nonprofit organizations.

7. Employee transportation coordinators. Employee transportation coordinators shall be designated at each Federal facility with 100 or more full-time employees. (Agencies are encouraged to appoint coordinators at facilities with less than 100 full-time employees.) At facilities occupied by more than one Federal agency, the employee transportation coordinator shall be from the agency having the largest number of employees at the facility. The employee transportation coordinator shall:

a. Promote ridesharing at the facility by:

(1) Publicizing the availability of public transportation;

(2) Communicating employee transportation needs to local public transportation authorities and other organizations (such as private bus companies) furnishing multipassenger modes of transportation.

(3) Assisting employees in forming carpools or vanpools (employee-owned or -leased, directly or through a third party operator);

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(4) Aiding employee participation in ridematching programs. (Where ridematching programs do not exist, actions should be taken to begin these programs.)

b. Maintain an employee transportation profile showing the distribution of employee transportation modes; and

c. Prepare GSA Form 3261, Federal Facility Ridesharing Report, for annual submission to the agency coordinator.

8. Ridesharing goals.

a. Ridesharing goals shall be established by each agency. Goals shall be expressed as a percentage of the full-time personnel that are employed by the agency and use ridesharing to commute between home and work. Goals should consider the availability of mass transit, local commuter routes, the number of employees participating in ridesharing at agency facilities, and the overall national goal.

b. The current national goal is 20-percent employee participation in ridesharing by January 1, 1981. This is the minimum acceptable goal under the Federal Facility Ridesharing Program. If an agency currently has a base line participation of 20 percent or greater, the minimum goal will be to increase employee participation by 20 percent by January 1, 1981. For example, if an agency has 30-percent employee participation in ridesharing, the minimum goal will be to increase employee participation to 36 percent by January 1, 1981.

c. Agencies will be evaluated primarily on their success in increasing the number of employees who use ridesharing to commute between home and work. GSA will evaluate overall agency efforts and results at individual facilities. Consideration will be given to the degree and intensity of agency and facility promotional efforts, the differences between facility locations, and the level of participation in employee ridesharing at the beginning of the program, since those agencies with a significant level of participation may find it more difficult to achieve a 20 percent increase above their base line.

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9. Reporting procedures.

a. Facility reports. Employee transportation coordinators shall prepare and submit by May 1, 1981, GSA Form 3261, Federal Facility Ridesharing Report. The report shall be submitted to the overall agency coordinator and shall include data on all Federal employees at the facility. (Copies shall also be furnished to other tenant agencies at the facility.)

b. Agency reports. Heads of agencies shall submit to GSA by June 1, 1981, a report which shall include:

- (1) The agency ridesharing goal;
- (2) Ridesharing results achieved within the agency;
- (3) Methods used to promote ridesharing within the agency; and
- (4) A copy (original only) of individual facility reports (GSA Form 3261) for each facility at which they have employee transportation coordinator responsibilities. Agencies having no overall responsibility at individual facilities shall submit a narrative report detailing agency promotional efforts.

Reports shall be submitted to:

General Services Administration (TMM)
Washington, DC 20406

The report prescribed by this regulation has been cleared in accordance with Subpart 101-11.11 and has been assigned interagency report control number 0258-GSA-AN.

c. Exemptions. Facilities with less than 100 full-time employees are not required to submit an annual report. Agencies shall not subdivide buildings, groups of buildings, or worksites for the purpose of meeting the exemption standards.

10. Ridematching systems. Wherever possible, agencies shall use and promote existing ridematching services. Where ridematching services do not exist, they shall be established, preferably in conjunction with nearby facilities. Ridematching systems may be manual or computerized. All systems must be in compliance with the Privacy Act of 1974.

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11. Effect on other laws or other agency regulations.

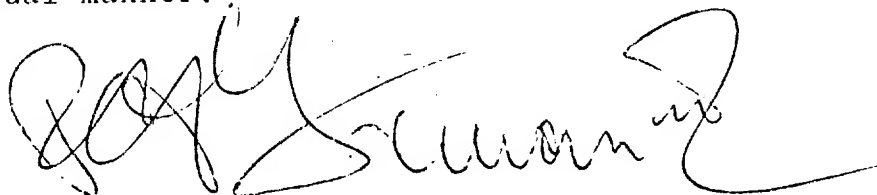
a. Clean Air Act. In jurisdictions where State implementation plans for air quality approved or promulgated by the Environmental Protection Agency (EPA) have placed employers under more stringent guidelines in promoting or reporting ridesharing efforts, the requirements in the air quality plans shall take precedence over this regulation.

b. Federal Standby Conservation Program. If Federal standby conservation measures are enacted under the Emergency Energy Conservation Act, those measures relating to employer efforts in promoting and reporting ridesharing projects shall take precedence over this regulation.

12. Technical assistance to agencies. Because of the large number of Federal, State, local, and private sector groups involved in the promotion of ridesharing, there are many different resources available to Federal agencies interested in technical assistance and promotional materials for use in their ridesharing programs. To aid agencies in identifying these resources, GSA has designated ridesharing coordinators at each of its regional offices. A list of these coordinators and national program officials is provided as an attachment to this regulation.

13. Comments. Comments concerning this regulation may be submitted before December 31, 1980, to the General Services Administration (TMM), Washington, DC 20406.

14. Availability of forms. Agencies may obtain their initial supply of GSA Form 3261 from the General Services Administration (WBRDD), Union and Franklin Streets Annex, Building 11, Alexandria, VA 22314. Agency field offices should submit all future requirements to their Washington, DC headquarters office which will forward consolidated annual requirements to the General Services Administration (HRM), Washington, DC 20405. An initial distribution of the form will be made to all GSA regional offices for their use and additional supplies of the form should be obtained in the usual manner.



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Administrator of General Services